

南臺科技大學學生宿舍管理辦法

Southern Taiwan University of Science and Technology

Student Accommodation Policy

106年7月11日學生事務會議通過
Approved by Student Affair Meeting on July 11, 2017

第一章 總則

Chapter 1 General Provisions

第一條 南臺科技大學（以下簡稱本校）為使學生在校住宿生活與學習能得到適切照應及提升住宿生活品質，特訂定本辦法。

Article 01. In order to provide necessary care and promote the quality of living in the dormitories, Southern Taiwan University of Science and Technology (abbreviation STUST below) enacts the following rules.

第二章 宿舍申請、繳費、進住、退宿作業

Chapter 2 Dormitory Application, payment, Check-in, and Check-out

第二條 學生第一、三、五、六宿舍提供具備本校當學年度學籍或短期研習之學生使用。申請資格與注意事項如下：

Article 02. STUST provides lodging in dormitory 1, 3, 5 and 6 for students who are recognized on the school registration lists of the year or Short-Stay studying students. The qualification to meet the application and notices are as the followings.

- 一、設籍於當天無法通勤往返地區之大學日間部、進修部在學學生及研究所學生、延修生。
 - I. Open for: Undergraduates, postgraduates, and delay-graduated students who are unable to commute daily round trip to/from the University.
- 二、境外學生。
 - II. Foreign students.
- 三、學生宿舍採自主性之團體生活作息，如患有下列病症者，恐造成自身照料有諸多不便，申請時應謹慎決定並應誠實告知，如刻意隱瞞，一切後果自行負責。
 - (一) 氣喘病需家人照料者。
 - (二) 精神疾病者。

- (三) 嚴重傳染病者。
- (四) 敗血症者。
- (五) 其他重症不適合在校住宿者。

III. Life style in dormitory is purely self-managed. Therefore, if you have any illness as below, please report it honestly while you apply for the dorm. If found concealed the fact intentionally, responsibility will be bearded by students themselves.

1. Asthma patient who needs special care.
2. Mental illness
3. Severe infectious illness
4. Septicemia
5. Other serious illness which makes you are not suitable living in the dormitory

第三條 優先申請學生宿舍之對象：

Article 03. Applicants on the top lists to apply for the dorm

- 一、配合「教育部大專院校弱勢學生助學計畫」，本校提供低收入戶學生免費住宿，其申請作業與權利義務依本校「低收入戶學生免費住宿實施要點」辦理。
- I. To cooperate with the study program which is held by Ministry of Education to help the underprivileged students, STUST provides students from low income family to apply free accommodation. The application steps and duties should follow “STUST Free Accommodation Policy for Low income students” .
- 二、中低收入戶身份之學生申請學生宿舍，應檢附相關證明文件送生輔組審核資格，優先提供房型為各宿舍 2 人雅房、4 人套房、5 人套房，其餘房型不得申請，且逾申請時限未辦理申請住宿者，視同放棄住宿權利。
- II. Student from medium lower income family must submit the supported document to Living Supervision. Priority will be given for room’ s allocation for double room with shared bathroom, quad room or five-bed room only and other room type is unaccepted. Overdue application will be recognized giving up the prior application right.
- 三、戶籍地或居住地位於外、離島之新生，檢附戶籍證明文件提出宿舍申請，經審核通過後，優先辦理住宿床位安排。
- III. Freshmen who lives in offshore islands may apply for the dorm at the top priority (Need to provide residential documents).

四、在臺灣境內無居住地之境外學生得優先申請學生宿舍，並優先安排住宿學生第六宿舍。

IV. Foreign students without accommodation in Taiwan may apply for the dorm at the top priority and arrange to stay in Dorm VI first.

五、凡符合下列條件之學生，檢附相關證明文件，經查證屬實者，優先分配住宿床位。

(一) 罹患宿疾（非傳染性）致使身體健康不佳、行動不便者。

(二) 家庭遭受急難變故，致使經濟亟需協助。

(三) 其他特殊個案之學生。

V. Kindly provide related documents if you fall into below categories:

1. Suffer from illness (noncontagious) and caused limited mobility.

2. Family in difficult situation that needs financial support.

3. Other special cases that need help.

第四條 宿舍區分為甲種生活區採每日 24 時前就寢熄大燈，夜間 1 時網路斷網管制至翌日 6 時止；一般生活區採學生自主管理方式，提供學生志願選填申請。

Article 04. Dormitory sessions are divided into two types. Type A may cut off the light at 12:00 A.M. and the Internet at 1:00 A.M. daily. Type B general living area is with self-managed way. Students are eligible to apply for either type.

第五條 甲種生活區：

Article 05. Type A Living Area

一、為提倡健康生活概念，於日常生活中養成「早睡早起」的好習慣，特設立「甲種生活區」（以下簡稱本區）。

二、有意願申請本區之學生，可於申請床位作業時選填，以抽籤方式分配。

三、本區住宿生必須恪遵作息規定，住宿期間不得申請更換至一般生活區。

I. To advocate the concept of health life style and to make good habits of go-to-bed-early and get-up-early, we set Type A Living Area in the dorm.

II. Students who are willing to apply for the dorm can submit your choices and earn the bed through the lot-drawing process.

III. Students who live in the Type A Living Area should follow the regulation. Dorm residents who apply for living in Type A Living Area cannot apply for changing to Type B general living area.

第 六 條 宿舍住宿期限為一學年(第一、二學期；不含寒、暑假)，除畢業、休學、轉學、退學、本校核定之校外實習、海外研習或重大事(病)故等特殊原因外，中途不得無故退宿、拒辦理進住手續或轉讓住宿權利，違者取消當學年度住宿資格並不退費，並喪失爾後申請住宿資格。

Article 06. Student should stay in the dormitory for one academic year. (first and second semester; summer and winter break aren' t included) In the event of cases like: graduate, suspended from school, transferring to other school, discontinue from school, internship which is ratified by school, oversea study, or due to illness and other particular reasons unless above mentioned, no quitting or transferring is allowed. Whoever against the rules will be taken out from dormitory without refunding the dorm fee and being black listed for future application.

第 七 條 宿舍床位申請與分配：

Article 07. Application and allocation

一、學生宿舍床位申請作業，一律採網路申請登記、電腦抽籤分配方式辦理。第五宿舍床位申請則由進修部辦理與分配。

I. Student may apply the dormitory via Internet application and will be allocated through lot-drawing. Students who apply for dorm V should adhere to the policy which is formulated by Extension Education Section.

二、每年四月公告在校學生(不含畢業生)申請宿舍床位之注意事項、選擇模式與作業程序，並開放網路登記申請、抽籤與分配。

II. Notice, application plans and procedures will be noticed on April each year and you may apply via Internet.

三、新生於每年七月至九月(依錄取梯次公告申請作業時間)，利用網路向本校登記申請宿舍床位。新生依個人志願填選各宿舍之4人房、5人房，並由系統抽籤後安排房間床位，申請人不得異議。

III. Freshmen may apply the dorm via Internet during July to September every year (further notice will be announced yearly). Freshmen may choose 4 persons' room, 5 persons' room in each dorm on your will and will be allocated through lot-drawing.

四、申請床位未中籤者，得依意願列入候補序號名單，生輔組依序電話通知候補人員與床位分配。

IV. If one is out of the name lists while you apply the dorm, you may be on the waiting list according to your will, and once there's a vacancy available, Living supervision division may give you a further notice through telephone call.

五、為使房間床位合理充分使用，生輔組得依實際情況調整房間、床位，住宿生不得拒絕。

V. To make fully used of the dormitory, Living Supervision division has the right to make adjustment for the rooms in special situation. Objection will not be accepted.

六、各宿舍床位名單於每學期進住日期前 3 天公告。

VI. The name lists of each dorm will be announced 3 days before the check-in date.

第 八 條 宿舍收費作業：

Article 08. Fees for dormitory

一、宿舍申請住宿為一學年(不含寒、暑假)，宿舍費按第一、二學期分別列單，應於公告繳費日程內繳交全額住宿費，未能及時完成繳費或提供就學貸款證明者，視同放棄住宿權益，原有床位不予保留。

I. Students should stay in the dorm for one academic year(winter break and summer break excluded). The dormitory fee should be paid on time and two times per year in semester 1 and semester 2. If you cannot pay the fee or provide the permit of student loan, it is seen as giving up the accommodation right; we may not keep the dorm bed for you.

二、新生依錄取梯次辦理抽籤與公告中籤名單，中籤者須在繳費期限前完成繳費，逾時視同放棄。

II. Students (freshmen) may apply the dorm according to the enrollment and once you are on the lists for the dorm, you have to pay the dorm fee before the deadline. Overdue payment is not accepted and will be seen as giving up the right to stay in the dorm.

三、開學日後申請學生宿舍者，該學期宿舍費以實際住宿週次計算，而未滿一週者，則以一週計算之。宿舍費為申請進住之房價除以該學期上課週數，再乘以實際申請住宿週數得出之金額。

III. Students who apply for the dorm in between the semester will be charged by the amount rate by the weeks of your stay, and multiplies by the actual number of weeks of lodging.

四、宿舍費繳費名單由生輔組彙製，送交會計室審核，並公告繳費日程，由學生自行上網列印繳費單後，辦理繳納住宿費，繳費方式可採臨櫃繳費、ATM轉帳、信用卡線上刷卡及統一、全家、萊爾富、OK等四大超商繳費。

IV. .Payment method: Living Supervision Division will provide payment lists of the dormitory fee, and it will be verified by the Accounting Office. Students are requested to print out the bill via Internet. Payment can be made by transaction at the bank counters, ATM transfer, credit cards, and pay at convenience stores— 7-11, Family mart, Hi-life, OK Mart etc.

第九條 宿舍進住作業：

Article 09. Dorm Check-in

一、宿舍於新生訓練及開學日前之例假日(須公告進住日期)辦理進住作業，住宿生應交繳費收據、學生宿舍住宿申請確認表(宿舍住宿公約)，經檢驗無誤，核發房間門卡(鑰匙)後，始可進住宿舍，並遵守履行宿舍相關規定。

I. The dorm will be opened before the freshmen orientation or the semester begins and you can check in the dorm. Student should submit payment receipt, Dorm Application Confirmation Form(STUST Student Dorm Policy) while you move in the dorm. Upon approval, student will be given the room's key. Rules and regulations in the dormitory should be strictly followed.

二、房間內之個人及公共設施(如書桌椅、床鋪、浴廁、遙控器、冷氣等)應於入住後，即刻逐項清點與檢查，如有損壞需上網報修。

II. Once you move in the dormitory, you should check and inspect the personal and public facilities first (e.g. desk and chair, bed, bathroom, remote controller, air-conditioner). If you find something damaged, please report it to the online report system.

第十條 宿舍中途退宿申請與退費標準：

Article 10. Dorm check-out application during the semester and the dorm fee refund policy

一、因畢業、休學、轉學、退學、校外實習、海外研習等因素，無法住滿一學年者，應主動填具退宿申請表，經生輔組會簽相關單位確認屬實，始可辦理退宿作業。

I. If you graduate, suspend from school, discontinue the study, have an internship or oversea study, and you cannot stay in the dorm for one academic year, you have to fill in the check-out application form and send it to LSD to confirm and then you can check out from the dorm.

二、學期中因家庭遭遇重大變故或罹患傳染病、身心異常等重大疾病，得檢附退宿申請表、家長同意書及相關證明資料，向生輔組提出申請，經簽奉核准後，始可辦理退宿作業。

II. If you have any difficulties in your family or you have contagious disease or mental disease, you can apply for check-out with the application form, the parent agreement and related proof. Upon approval, you can check out from the dorm.

三、上述核准中途退宿學生，其宿舍費退費標準如下：

III. Students who have been approved to check out as the above-mentioned, the standard dorm refund is as the following:

(一) 註冊日(含當日)前申請退宿者，免繳費；已收費者，全額退費。

(二) 註冊日之翌日起，未逾學期三分之一申請退宿者，宿舍費退還三分之二。

(三) 逾學期三分之一，而未逾學期三分之二申請退宿者，宿舍費退還三分之一。

(四) 逾學期三分之二申請退宿者，宿舍費不予退還。

1. Students who apply for checking out before the registration date: No need to pay the dorm fee; those who have made the payment can get full reimbursement

2. The date after the first day of class till 1/3 of the semester: 2/3 of dormitory fees are reimbursed.

3. The date after 1/3 of the semester to the 2/3 of the semester—1/3 of dormitory fees are reimbursed.

4. The date after 2/3 of the semester — no reimbursement

四、違反宿舍規定，經簽奉核定勒令退宿者，宿舍費不予退還。

IV. If you violate the dorm rule, and have been approved to check out from the dorm, the dorm fee won't be reimbursed.

第十一條 宿舍撤(退)宿作業：

Article 11. Dorm Check-out

一、每學期期末撤宿前，須完成房間財產清點與環境清掃，經檢查合格後，始可辦理撤宿。若有物品因不當使用損壞，應照價賠償。

I. Before you check out at the end of each semester, the school property will be inspected and you have to clean the environment. Upon meeting the standard, you can check out from the dorm. Residents need to pay the price (according to the purchased price) if any damaged found.

二、住宿生於第一學期末辦理撤宿時，應將個人貴重物品攜回保管，房間內全面整理乾淨，依宿舍規定將物品裝箱擺放整齊置於房間內或各宿舍指定之收放處。第二學期辦理退宿時，應將所有物品清空，以配合宿舍整體修繕維護工作進行。

II. While moving out from the dorm in the end of first semester in each year, residents should bring back your own valuable items and clean up for your room. Other personal items should be packed and store in your room or the designated area of each dorm. While moving out from the dorm in the end of second semester in each year, you need to clean up everything so that the dorm maintenance can proceed smoothly.

三、撤宿後須寄放行李或個人物品於宿舍，應依本校「學生宿舍寒暑假期間行李放置規定」申請，惟宿舍不負保管之責。

III. If residents need to keep his/her personal belonging in the dormitory, he/she should apply and follow the rules of “Rules and Regulations for Luggage keeping during Summer/Winter break.” However, there’s no responsibility of the dorm if your luggage get damaged or stolen.

四、核准中途退宿之住宿生，須於完成相關手續後七日內遷出宿舍，並接受相關人員檢查房間清潔及保管之設備，若設備不當損害，應照價賠償。

IV. Student who is approved to check out from the dorm should move out from the dormitory within seven days. An inspection will be carried out to check the cleanliness in dormitory. Residents need to pay the price (according to the purchased price) if any damaged found.

第十二條 因個人因素未經核准擅自搬離宿舍，處理方式如下：

Articles 12. If you move out from the dorm because of your personal reason and without the permission, the way to deal with the case is as below:

一、在學期中擅自搬離之住宿生，其宿舍費不退還。

I. No reimbursement if you move out the dorm without the permission during the semester.

二、於寒假期間書面告知不進住之違約住宿生，需繳交第二學期宿舍費三分之一。

II. If you hand in the document to notify the school that you will move out from the dorm, you have to pay 1/3 of the dorm fee for second semester of the year.

三、第二學期未完成進住作業，且查詢確認不住宿者，需繳交宿舍費二分之一。

III. If you don't check in the dorm and are confirmed that you don't want to stay in the dorm, you have to pay 1/2 of the dorm fee.

四、上述人員經通知仍須完成退宿作業，並取消爾後住宿資格。

IV. The above-mentioned students should complete the check-out procedure and you are not qualified to apply for the dorm.

第十三條 寒、暑假住宿規定：

Article 13. Rules of Regulations during Winter/Summer Break

一、寒、暑假期間宿舍維修不開放，得視學生需求情形，檢討開放宿舍之部分房間供同學住宿使用，宿舍費則以週為單位計算。

I. The dorms will be closed during winter/summer break but may be opened in some designated areas for the residents who apply for winter/summer stay. The dorm fee will be calculated by "week."

二、寒假期間被指定開放宿舍房間之原住宿生，應配合搬遷，個人物品自行裝箱，於箱外填寫房號、姓名，儲放於指定地點，未搬遷物品視同廢棄物處理，住宿生不得提出異議。

II. The rooms which are designated to be opened during the winter break should be cleaned up everything and the personal belongings should be stored in the appointed area with the room number, name. The goods left in the designated rooms will be handled as the waste. Objection will not be accepted.

三、寒、暑假需住宿同學於公告期間內，上網填寫申請，申請人依指定時間及方式完成繳費，並持收據至指定宿舍辦理住宿，房間床位統一由生輔組辦理分配。

III. Students who need to stay in the dorm during winter/summer break should apply through the Internet during the announced period. Students should complete the payment procedure during the assigned period and keep the receipt in order to check in the dormitory. Students are not allowed choose their own roommates; this will be arranged by management staffs at Living Supervision Division.

四、寒、暑假住宿繳費採統一、全家、萊爾富、OK 等四大超商或臨櫃繳款方式繳費。

IV. Payment for lodging during winter/summer break can be made by transaction over counter at the bank, or and pay at the convenience stores— 7-11, Family mart, Hi-life, OK Mart etc.

- 五、寒、暑假住宿繳費單經會計室審核上傳銀行前，欲辦理退宿者務必前往生輔組辦理退宿登記。繳費後未入住或中途提前退宿者，需於開學後一週內提出退費申請，逾時不再受理退費事宜。
- V. Payment for lodging during winter/summer break will be compiled and submitted to the accounting office and then sent it to the bank. If withdrawal is required or check-out early during your stay, students may apply for the refund. The process should be done one week after the semester begins. Overdue application will not be accepted.
- 六、寒、暑假期間營隊活動需申請宿舍借住，應於學期結束前向生活輔導組提出申請，活動借住時間不得超過宿舍學期進宿時間。
- VI. Winter/summer camp activities which may need accommodation may apply for the dorm at Living Supervision Division before the end of the semester, but the activity time should not overlap with the check-in date for the semester.

第三章 宿舍進出管制、生活輔導、損壞維修及用電管理

Chapter 3. Access Control, Counseling and Management, Repairing Work and The Electricity Regulation

第十四條 為培養住宿生主動積極及自我管理能力的，依「南臺科技大學學生宿舍自治委員會組織要點」成立學生宿舍自治委員會(以下簡稱宿委會)，遴選住宿生擔任宿舍管理幹部，負責住宿生生活輔導與管理。

Article 14. In order to train the dorm residents to be active and have the ability of self-management, the Student Dorm Committee (abbreviation SDC below) is set up according to “STUST Student Dorm Committee Organization Direction.” The SDC may select the dorm residents to be the dorm cadre members and in charge of the Counseling and Management.

第十五條 生活輔導與管理：

Article 15. Counseling and Management

- 一、為落實住宿安全、維護宿舍生活品質，由宿委會訂定住宿生活公約，並送生輔組審查，簽陳校長核定。

I. In order to provide safety and maintain the quality in the dorm, the SDC set up the dorm living convention which is examined by the Living Supervision Division and ratified by the Principal.

二、住宿生活公約得因應宿舍內、外因素快速變遷，宿委會應適時增修合宜的生活管理與輔導作為；每位住宿生進住宿舍前均需簽名，確認遵守生活公約，共同維護住宿品質與安全。

II. The dorm living convention can be amended for the counseling and management. Every dorm residents should sign and follow the convention to keep the living quality and safety in the dorm.

三、宿舍幹部應依據「南臺科技大學住宿生輔導工作要點」，恪遵職責，協助住宿生適應宿舍生活與學習。

III. Dormitory committee cadre members should perform their duties based on “STUST Dorm Residents Counseling Direction,” and assist residents to adapt to their life in the dorm.

四、宿舍全面禁菸，舍監、宿舍幹部與服務志工採不定時方式，針對「樓梯間」、「洗衣間」等公共空間實施巡查。

IV. The dorm is a non-smoking area. The dorm managers, the student dorm committee members and voluntary workers may patrol the stairs, laundry rooms, and the public areas irregularly.

五、宿舍生活管理採加扣點方式實施，由宿委會訂定「南臺科技大學學生宿舍行為規範獎懲要點」，送生輔組審查，簽陳校長核定。宿舍考核紀錄均以壹學期累計，並依其情節輕重停止其部分住宿時應有的權益及繼續申請住宿之權利；違反「南臺科技大學學生獎懲要點」部分，則報請生輔組依校規議處。

V. For management purposes, the SDC set up “STUST Student Dorm Behavior Reward and Punishment Direction” which is examined by the Living Supervision Division and ratified by the Principal. The residents’ behavior is evaluated by adding/deducting points and only accumulated by one semester and may stop the residents’ right according to the performance. If violated “STUST Student Reward and Punishment Direction,” the residents may be judged by the Living Supervision Division according to the school regulation.

六、因違反住宿相關規範，同樣行為遭記過累計二次以上處分者，經觀察無悔過改正意願，得要求限期搬離宿舍，爾後在學期間不得再申請住宿。

VI. If you violate the dorm regulation for the same reason twice and without regret, we may ask you to move out from the dorm within a time limit and you cannot apply for the dorm accommodation in the future.

第十六條 宿舍人員進出管制：

Article 16. Access Control

一、宿舍值勤幹部應嚴格人員進出管制，非住宿生一律不得進入宿舍；緊急事件處理，經核准者不在此限。

I. Dormitory committee members who are on duty should strictly control the non-residents of the dorm to enter the dormitory area. But one in an emergency and with approval is excluded.

二、訪視師長或清潔、水電、網路等維修人員，需先至服務台登記填寫資料，並穿著背心後，由該宿舍幹部陪同方能進入，相關作法依據「南臺科技大學進入學生宿舍寢室實施要點」辦理。

II. Teachers, cleaner, plumber & electrician, website administrator, and other maintenance personnel should register and fill in the necessary forms at the reception, wear the working vest and accompany by the dormitory committee member to enter the dorm. This rule is based on “STUST Student Dorm Access Direction”.

三、非住宿生經核准進入宿舍後，如對住宿生造成干擾或影響，經幹部勸阻而未經改善時，除應強制驅離外，必要時得依學校規定懲處。

III. If the non-residents, who enter the dormitory area upon approval, affect residents in the dorm, he/she should be expelled and punishment will be given if needed.

四、住宿生會客不可帶進住宿區；未經核准進入宿舍之本校學生，則依「南臺科技大學學生獎懲要點」議處。

IV. Visitors cannot enter the dorm areas. Unauthorized students will be judged by “STUST Student Reward and Punishment Direction.”

第十七條 夜歸管制：

Article 17. Door Access Control for Late Return

一、人員動向掌握：

I. Residents Status Control

(一) 住宿生應於夜間 24 時前返回房間，無法準時返回者，應主動將行蹤告知室長或室友。

1. Residents should go back to the dorm room before 00:00 AM, if you cannot return, you should notify your room leader or your roommates.

(二) 各樓樓長於每月實施住宿生普查清點 1 次，並不定期實施抽查點名。

2. Floor leaders will make a roll call every month and make random inspections irregularly.

二、夜歸管制：

II. Door Access Control for Late Return

(一) 宿舍門禁管制時間為每日 0 時至 6 時，期間住宿生因故進出宿舍大門，均需刷卡登錄。

1. The door access control is from 00:00-06:00 every day, if the residents should go through the dorm gate, you have to tap your room card to register.

(二) 住宿生因工讀或其他因素須於門禁管制時間進出宿舍，應自行上網列印填寫「宿舍學生夜歸申請表」，經導師、舍監、承辦人員訪談用印後，由生輔組長核定申請，方可於門禁管制時間進出宿舍。

2. Residents who return back at mid-night due to part-time jobs or other reasons should print out and fill in the Dorm Residents of Late Return form which should be stamped by your mentor, dorm manager, and Living Supervision Division director. After you apply, you can go through the dorm gate at the door access control period.

(三) 宿舍每月統計清查門禁紀錄，住宿生於門禁時間未經申請進出宿舍大門，每月達 10 次以上者，將請導師、系輔導教官關心瞭解原因，並通知家長協處。

3. Dorm residents who return back at mid-night over 10 times in a month, we may inform your mentor and military instructor of the department to parents, teacher, and military instructor of the department to look after you and inform your parents.

第十八條 房間整潔維護：

Article 18. Room Tidiness Maintenance

- 一、房間內環境整潔與分工由各房間寢室長負責督導維護。
 - I. The residents should work together to keep the tidiness of the room and the room leader has the right to supervise.
- 二、房間內個人物品擺放應以不影響房間觀瞻為原則，均需擺放定位與保持整齊清潔。
 - II. You should keep the tidiness of the room and place your personal belongings in a neat and sightly way.
- 三、房間不得張貼有礙善良風俗之不雅字畫圖片。
 - III. Immoral pictures/posters are not allowed to hang in the room.
- 四、地面保持清潔，垃圾應定期清理，並注意衛生。走廊、門外不得堆置垃圾及其他物品。
 - IV. Keep the floor neat and clean the garbage regularly. You cannot put the garbage and other goods outside your door or the corridor.
- 五、每學期由生輔組與宿委會共同舉行宿舍清潔比賽，住宿生一律參加，不得有拒檢情形。評選優良房間予以獎勵，對於發現有不合格情事，經複查仍未改善時，列入扣點紀錄。
 - V. Student Dormitory Cleaning Activity is held by Living Supervision Division and the Student Dorm Committee. All students should join the activity with no objection. The rooms which are in very good/tidy condition will be rewarded. The rooms which are in bad condition will be reexamined. If failed after that, the students will be punished by deducting dormitory penalty points.

第十九條 學生宿舍資源回收作業：

Article 19. Recycling in the dorm

- 一、住宿生均需落實執行「垃圾分類」、「資源回收」等作業。
 - I. Residents should sort the garbage and do the recycling.
- 二、各房間垃圾與資源回收物品需分別裝袋後，自行送至校內垃圾集中處。
 - II. You should pack the garbage and recycling items properly and sent it to the garbage collection spot on campus.

三、撤宿期間二手物品回收作業，由宿委會及勞作組規劃與執行。

III. Used-items recycling at the end of the semester (check-out period) will be performed and planned by student dorm committee and the Labor Education Division.

第二十條 房（門）卡問題之服務時間為每日 8 時至 22 時前辦理，22 時後不予辦理。其處理原則：

Article 20. The service hours for the room key (card) are from 8:00 A.M. to 22:00P.M. We won't provide any service after 22:00P.M. The principle is as below:

一、卡片消磁無法開啟房門，請攜帶學生證或有照片之證件，至宿舍櫃檯辦理卡片復磁。

I. While the room key has been demagnetized and you cannot open the door, please take your student ID or Photo ID to the reception of the dorm to magnetize your room key.

二、卡片因故人為折損致無法使用，需將損壞卡片繳回宿舍櫃檯，並繳交製卡費新台幣 100 元，經查驗證件為住宿生本人，宿舍櫃檯當場製卡給住宿生。

II. If the room key has been damaged by personal reasons, please hand in the damaged card and NT\$100. We may check your identity and give you a new room card at the reception.

三、卡片遺失時，除繳交製卡費 1 張新台幣 100 元外，需將同房室友房（門）卡片收齊一併更新，經查驗卡片無誤及相關證件，宿舍櫃檯當場製卡給住宿生。

III. If you lost your room card, you should hand in NT\$100 and as well as all your roommates' room card so that we may renew all the room key information.

第二十一條 洗衣機、脫水機及烘乾機使用：

Article 21. The notice of using the washing machine, spin dryer, dryer

一、為便利住宿生洗滌衣服，各宿舍設有投幣式洗衣機、脫水機、烘乾機等公用電器。

I. There are coin-operated washing machines, spin dryers, dryers in each dorm for the dorm residents to wash their clothes.

二、為維護宿舍居住環境安寧，洗衣機、脫水機、烘乾機等使用時間為每日 6 時至 24 時止，其餘時間嚴禁使用。

II. In order to keep the quiet environment in the dorm, the dorm residents can only operate the washing machines, spin dryers, and dryers from 6:00 A.M. to 24:00 P.M. Other period is strictly prohibited.

三、上述公用電器應愛惜使用，如遇機件故障等情事，請上網報修。

III. Please cherish the public facilities. If you find the machine is out of order, please report it to the dormitory repairing report system.

第二十二條 學生宿舍修繕申請作業：

Article 22. The Repairing Procedure at the dorm

一、宿舍一般物品損壞申請修繕，住宿生需透過宿舍報修系統填報維修，填報時務必填寫完整，以利維修人員檢修。

I. For general repairing work, residents may apply via logging in to the dormitory repairing report system. Please ensure that you fill the complete information so that it's easy for related officers to inspect.

二、宿舍櫃臺輪值人員及宿委會相關幹部，應不定時巡查瞭解宿舍公共區域，並針對改善項目主動上網填報申請修繕。

II. The dorm crew and Student Dormitory Committee members should patrol, and give inspections in public areas occasionally. If noticed areas that need a repair work, he/she should log in the dormitory repairing maintenance system to make a request.

三、宿舍水電如有故障或損壞，狀況緊急影響安全時，任何人均應立即通知櫃臺輪值人員、樓長或營繕組水電值勤人員，俾利緊急予以排除。

III. If there's a breakdown or damage with water/power supply in the dorm which may cause safety problem, everyone should be alert and notify the dorm crew at the reception, floor leaders, or the plumber & electrician who is on duty immediately.

第二十三條 宿舍用電規定：

Article 23. The electricity Regulation in the dorm

一、住宿生皆應遵守用電規定，房間內照明器具與插座電源線，均不可私自外接任何線路，以免電力負荷超載。

I. Every dorm resident should obey the electricity regulation. No external wire connected from the illumination and sockets is permitted to prevent power overload.

二、房間內均設置 110 伏特電壓且附有接地線路之單相三線插座，使用務必遵守下列規定事項：

II. There are 110 volts sockets with ground lines in the room. Users should obey the following regulations.

(一) 住宿生可以使用之電器項目，計有個人電腦、印表機、無線路由器、收錄音機(須使用耳機)、刮鬍刀(含充電器)、除毛刀(含充電器)、充電器(電池、行動電源、手機等)、電蚊香、吹風機或整髮器(每具容量不可超過 450 瓦特，不可同時使用兩具以上)、電風扇，未列之電器用品，除經報備核准使用外，餘均嚴禁使用。

1. The electric appliances which dorm residents may use are as below: personal computers, printers, wireless routers, radio or recorders (use earplugs only), razors(the chargers include), shaving blades(the chargers include), battery chargers(battery chargers, power banks, cellphones, etc.), electrical mosquito-repellent incense, hair dryers or curling irons, (the two appliances cannot use at the same time, and each appliance cannot be over 450 watts, and only can be used one at a time), electric fans, unnamed electric appliances are forbidden to use unless it is notified and approved to use.

(二) 前款所列之電器設備，應使用附接地之電源插頭。各電器均需「商品檢驗局檢驗合格」並有「正」字標記之良好產品；不良品或絕緣劣化者不可使用。使用者應對其所使用之電器自負安全責任。

2. The electric appliances mentioned above should use the plug with ground lines. Every appliance should be examined and approved by Bureau of Standards, Metrology & Inspection. There will be an approved label on the appliance. Defective appliances or insulation deterioration appliances cannot be used. Users should take the safety and responsibility for the appliance he/she uses.

(三) 每室瞬間同時用電最大容量不可超過 1600 瓦特(其計算方法為：將擬同時用電各電器瓦特數相加之總和，即為瞬間用電最大容量)。

3. The maximum power at a time cannot be over 1600 watts. (The calculation way is to plus the total watts of each appliance. The amount will be the instant electric consumption.)

(四) 電器不使用或離開房間時，請隨手關閉開關，並拔下所有電器之插頭。

4. While the appliance is not in use or you leave the room, you should turn it off and unplug.

(五) 插座與電線均應保持乾燥與完整，不可接近水火、被物品重壓、或尖銳物品碰刺。

5. Sockets and electric wire should keep dry and away from fire, water and anything sharp or heavy.

(六) 宿舍用電有不正常狀況或斷電時，應報請舍監轉知營繕組派員處理，住宿生不可私自修理，以避免意外發生。

6. If there's any abnormal condition of the electricity or power break down, residents should notify the dorm manager and report it to the Engineering and Maintenance Division. Residents are not allowed to repair by his/herself to prevent any accidents.

三、未依上述規定用電而引起意外或安全顧慮者，則追究相關肇事責任。

III. Residents who do not follow the above-mentioned regulations and cause safety problem/accident should take the responsibility.

四、學生第六宿舍提供小冰箱(每學期 1000 元)租用服務，以單、雙人房優先申請配備，其餘房型申請使用，則採抽籤方式決定。

IV. Students who live in single room/double room in dorm VI may apply for the refrigerator with the rent NT\$1,000 per semester. Residents who stay in other room types may apply and draw lot to decide the qualified lists.

五、宿舍節電措施：

V. Energy-saving Measures in the dorm

(一) 宿舍走廊之電燈照明僅開放單數燈具使用。

1. There are only odds/even number of the light turning on for the illumination of the corridor.

(二) 房間內之大燈，於晚上 24 時後由室長管制關閉，僅開放使用個人書桌檯燈。

2. After 24:00 PM, the light in the room will be controlled by the room leader. Residents can use the desk light only.

(三) 宿舍每日供應熱水時間為晚上 18 時至半夜 2 時，冬令時間增加早上 6 時至 8 時，其餘時段不供應熱水。

3. Hot water supply hours are from 18:00 P.M. to 2:00 A.M. 6:00 A.M. to 8:00 A.M. is available during the winter season. There's no hot water supply in the remaining hours.

第二十四條 簡易廚房使用須知：

Article 24. The regulation for the Kitchenette

- 一、為顧及學生特殊飲食之需要，並嚴禁學生在房間炊煮，於學生第六宿舍設置簡易廚房。
- I. Considering the special need for students and cooking is strictly forbidden in the room, we have kitchen in Dorm VI.
- 二、簡易廚房設有微波爐、電磁爐、流理台、櫥櫃及滅火器，各項廚具使用須知均張貼於廚房，使用者應確實遵守使用規定，以維護廚具壽命並確保安全；不當使用導致廚具受損者，須依規定賠償修復，使用者若需其他廚具請自備，惟不得使用瓦斯。
- II. There are microwaves, hotplates, kitchen counters, closets and fire extinguishers in the kitchenette. The usage of each facility will be post in the kitchen. Users should follow the regulation to keep the facility in a good condition and ensure your personal safety. Improper usage which results in the damage of the facility may be responsible for the compensation. If you need to use other kitchen facility, please prepare for your own but you cannot use the gas.
- 三、使用簡易廚房前必須至宿舍櫃檯登記，未登記者不得使用；先登記者先行使用。
- III. You have to register to use the kitchen at the dorm reception. Residents who don't register cannot use the kitchen and residents can use it if he/she registers first.
- 四、使用者須負責維護廚房之整潔，使用完畢應立即回復原狀並打掃清潔，廚餘及垃圾應自行清除；使用完畢未完成清潔者，不得再次登記使用。
- IV. Users should take the responsibility to keep the cleanliness of the kitchen. After using the kitchen, you should clean it to the previous situation. Kitchen waste and garbage should be cleaned by your own. Users who don't clean the kitchen after use may not register to use the kitchen again.

第二十五條 宿舍相關訊息均採網路公告方式實施，所有住宿生必須定期上網瀏覽，並遵守相關規定，以維護個人權益。

Article 25. The dorm information will be posted through the Internet. All the dorm residents should check and follow the regulation to keep your own rights.

第四章 附則

Chapter 4. Supplementary Provision

第二十六條 宿委會舉辦之各項活動，如座談會、防災避難演練、安全教育、整潔競賽等，均視同重要集會，除律定參加人員外，餘住宿生均應義務配合參加。無故未到者，將依「南臺科技大學學生獎懲要點」議處。

Article 26. Activities which are held by the Student Dorm Committee such as the dorm symposiums, the evacuation drills, safety education, dormitory cleaning activity etc. are important assemblies. Besides the dorm residents who are assigned to join the assemblies, it is the duty for the rest dorm residents. If the dorm residents who don't show up at the assemblies and cannot state the proper reason, he/she may be judged by "STUST Student Reward and Punishment Direction."

第二十七條 本辦法經學生事務會議通過，陳請校長核定後公布施行，修正時亦同。

Article 27. This policy is proposed to the Student Council and approved by the Principle. Any modification shall be carried out according to such procedures.